



**Finance & Administration Cabinet
Request to Withdraw EEO Complaint Form**

Section I. Complainant Information

Date: _____

1. First Name			Middle Initial			Last Name		
2. Home Address								
3. City					State		Zip	
4. Work Phone			5. Cell Phone			6. Personal E-Mail		
7. What is the best way to contact you?				<input type="checkbox"/> Work Phone <input type="checkbox"/> Cell Phone <input type="checkbox"/> Personal E-Mail <input type="checkbox"/> Other: _____				
8. Job Title								
9. Department/Agency								
10. Division/Branch								
11. Work Address								
12. City					State		Zip	

Complaint Filed Against

1. Name		2. Title			
3. Agency					
4. Work Address		City		State	

Section II. Type of Complaint

1. Type of Complaint:				<input type="checkbox"/> Discrimination	<input type="checkbox"/> Harassment	<input type="checkbox"/> Retaliation
2. Based upon (check all that apply):						
<input type="checkbox"/> Race	<input type="checkbox"/> Age (over 40)	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Genetic Information			
<input type="checkbox"/> Color	<input type="checkbox"/> Religion	<input type="checkbox"/> Political Affiliation	<input type="checkbox"/> Disability			
<input type="checkbox"/> Sex	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Veteran Status	<input type="checkbox"/> National Origin			
<input type="checkbox"/> Ancestry						

Section III. Request to Withdraw Complaint

[illegible]

<p>I certify that all statements and information furnished above are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that intentional and malicious misstatements or false representations may result in disciplinary action.</p> <p>Once the Complaint Withdrawal form is received, the Cabinet EEO Coordinator, prior to making the determination to end an investigation, must consider whether evidence has been found that may lead to the conclusion that the Cabinet has an obligation to continue the investigation.</p> <p>In either event, the Cabinet EEO Coordinator shall notify the complainant and respondent in writing that the complainant has withdrawn the complaint. The notice will include information regarding whether the investigation has been terminated or is continuing.</p>	
Signature	Date

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Please note: This form cannot be returned to you. Please make any copies needed for your own records.

If you have any questions regarding this form, please contact the EEO Coordinator at 502-564-2874.

Please return this form to:

Finance & Administration Cabinet EEO Coordinator

395 Capitol Annex

702 Capital Avenue

Frankfort, KY 40601